Technology Planning FAQs

Q: Do I need ADE to approve my technology plan?

A: Technology plans **only need to be approved by ADE if the LEA is applying for Priority Two E-Rate services during the current school year.**

Q: Can I submit my technology plan to ADE for approval even if I am not applying for Priority Two E-Rate services?

A: Yes, please follow the regular steps for submitting your technology plan. In order to receive ADE approval for your technology plan, it must have the required elements.

Q: What if my plan is approved through <some date beyond the end of the current school year>?

A: If an LEA's plan is approved through some beyond June 30th of this school year, we encourage the LEA to annually review and revise the plan and begin to incorporate the technology planning process and three required items for approval that are indicated in the technology planning memo of October 24th, 2011 and in the technology planning process flowchart that is posted to our technology planning website at http://www.azed.gov/educational-technology/technology-plans/.

Q: When are technology plans due to ADE?

A: For those LEAs who are applying for Priority Two E-Rate services, technology plans must be submitted to ADE for approval **prior to filing either a Form 470 or Form 471**.

Q: How do I request technology plan approval from ADE?

A: Requests for technology plan approvals can be sent to techplans@azed.gov. All required technology plan elements must be completed prior to sending the request and the technology needs assessment template should be attached to the emailed request.

Q: What hard copies of our plan do I need to send to ADE?

A: You do not need to send hard copies of any part of your plan to ADE.

Q: What is the time period my technology plan will be approved for?

A: Technology plans will be approved for the current school year plus one additional school year. For example, a technology plan submitted this year will be approved for the remaining part of this school year and for the following school year. The end date on the technology plan approval letter in this case would be June 30, 2013.

Q: How often should I update or revise my technology plan?

A: Given the increasingly rapid nature of change in technology, **ADE encourages LEAs to update their technology plan annually**. LEAs may choose to more extensively revise their plan once every three years and then make minor updates to their plan annually as needed.

Q: What elements are required for my technology plan to be approved by ADE?

A: LEAs seeking technology plan approval from ADE must ensure they have:

1. Completed a Needs Assessment using the template available on the ADE Technology Planning website
2. Added at least one action step to each goal in ALEAT (all action steps must be tagged as TECH)
3. Established a technology literacy goal on ALEAT with at least one action step for each of the required strategies (all action steps must be tagged as TECH)

Q: What is ALEAT?

A: ALEAT stands for Arizona Local Education Agency (LEA) Tracker. It is the online tool that ADE uses for LEAs to submit certain assurances and monitoring documents and for LEAs to create and update annual LEA continuous improvement plan and school improvement plans.

Q: What about Children's Internet Protection Action (CIPA) certification?

A: Assurance of compliance with the requirements of CIPA will be included as a part of the annual assurances LEAs must submit through ALEAT and will not require a separate signed document to be submitted. LEAs which apply for E-Rate will also continue to certify on their E-Rate applications that they are compliant with CIPA requirements.

Q: When do I need to get my governing/executive board approval for the technology plan?

A: Local governing or executive board approval of a technology plan should occur before June 30th, 2012. The plan does not have to be board approved prior to submitting it to ADE for approval and you do **not** need to submit to ADE a copy of the signed plan after is approved by the governing/executive board.

Q: What if we don't receive Title I or other federal funds and do not have to submit goals for Title I through ALEAT, do we still have to submit our technology plan goals/action steps through ALEAT?

A: Yes, in order to have your technology plan approved by ADE you need to meet all of the required elements, including those requiring an LEA to have at least one action step for each goal in ALEAT. You are not required to change the default goal in ALEAT, but must at least include one strategy and one action step that uses technology to support the goal.